2015-2016 ASSESSMENT PD PLAN

Istation.com's training center has an interactive user's guide, FAQs, training videos and webinars for support.
SLT – School Leadership Team
ESA – Electronic Self-Assessment
PD – Professional Development

Sept. ESA	❑ Staff completes the Electronic Self-Assessment (ESA). ❑ The report will be sent to your state contact Oct. 1-2, 2015, and they will send it to the SLT. ❑ SLT determines priority Action Plan Goals/Steps to write into the Action Plan. ❑ SLT writes Action Plan Goals/Steps and share with staff. ❑ SLT collects classroom walkthrough data aligned to the school's framework/non-negotiables/action plan.

Aug. ISIP	❑ Deactivate individuals no longer with your school.
	    ▪ Video: Training Center/Multimedia/Manager-Account Management-Adding and Removing Teachers
	❑ Ensure all know an email will be sent to them from *i*Station for *i*Station access.
	❑ Import the student roster with demographics based on the requirements below.
	    ▪ Video: Training Center/Multimedia/Technical Advisor-Importing Data
	    o ID = Student's State ID
	    o FName = Student's First Name
	    o LName = Student's Last Name
	    o *** Birthdate: MM-DD-YYYY or MM/DD/YYYY (preschool students only)
	    o Grade = Currently Enrolled Grade
	    o TFName = Teacher's First Name
	    o TLName = Teacher's Last Name
	    o Email = Teacher's School Email Address
	❑ Ensure student demographics are included using these codes. *No blank fields*.
	    o Gender: M = Male and F = Female
	    o Race: AN = Alaska Native or American Indian; WH = White/Caucasian; or OT = Other
	    o Special Ed: Y = Yes or N = No
	    o Economically Disadvantaged: Y = Yes or N = No
	    o English Proficiency: 0 = Native English Speaker, L = ELL, and F = Formerly ELL
	❑ Install *i*Station on all computers you plan to use, which saves an icon on the desktop.
	    ▪ Video: Training Center-Technical Advisor-Installations
	❑ Functional headsets are needed for computer.
	❑ Complete the fall predictions on the Data Form.

Instructional Innovations

Sept. ISIP	FINALIZE SET UP: ❑ Update the roster and make sure the student demographics are also included. 　▪ Video: Training Center-Classroom Management-Adding and Removing Students ❑ Log into iStation using your username and password emailed to you. 　▪ Video: Training Center-Teacher-Educator Login ❑ Print login cards for each student with a distribution plan. 　▪ Video: Training Center-Classroom Management-Printing Log in Cards ❑ Show students how to login. 　▪ Video: Training Center-Classroom Management-Student Login ASSESS CURRENT STATUS: ❑ Assess *all* students in ISIP Early or Advanced Reading September 8-26, 2015. ❑ Before looking at the actual data, make a prediction of what the fall data will be as a school and grade level. ❑ Run the ISIP Summary Report. 　▪ Video: Training Center-Reports-ISIP Summary Report ❑ Review the fall data and write the actual percentages for the school and for each grade level on the Data Form. ❑ Determine a winter goal and write it on the Data Form as a school and grade level. **Instructional Innovations**

Oct. ESA	❑ SLT revisits the priority Action Plan Goals/Steps written into the Action Plan. ❑ SLT changes font color to the Action Plan Goals/Steps achieved indicating it's been archived. ❑ SLT modifies Action Plan Goals/Steps based on current data. ❑ SLT communicates the revised Action Plan Goals/Steps to the entire staff. ❑ SLT collects classroom walkthrough data aligned to the school's framework/non-negotiables/action plan.

Oct. ISIP	SET UP:
	❑ Update the roster and make sure the student demographics are included.
	    ▪ Video: Training Center-Classroom Management-Adding and Removing Students
	DEVELOP A PLAN OF CHANGE:
	❑ Run the Priority Report.
	    ▪ Video: Training Center-Reports-ISIP Priority Report Video.
	❑ Make a plan to ensure that the winter goal is met in your classroom thus impacting the grade level and school level Action Plan Goals by grouping based on need. You may choose to use your Student Profile Folders.
	IMPLEMENT THE PLAN:
	❑ At weekly team meetings, ensure program fidelity and correct lesson progression.
	MONITOR THE PLAN/MONITOR THE IMPACT OF THE PLAN:
	❑ Set up intervention sub-groups in ISIP to track data and measure the impact of the intervention.
	❑ Set up On-Demand Assessment.
	    ▪ Video: Training Center-Teacher-On Demand Assessments
	❑ Progress monitor students.
	    o Preschool:
	        ▪ Use PALS/TS Gold data for progress monitoring information.
	    o Elementary schools:
	        ▪ Assess Tier 2 students one time/month and Tier 3 students two times/month minimum.
	        ▪ Run weekly and bimonthly reports.
	    o Middle schools and high schools:
	        ▪ Assess Tier 2 and 3 students one time /month.
	
	Instructional Innovations

Nov. ESA	❑ SLT revisits the priority Action Plan Goals/Steps written into the Action Plan. ❑ SLT changes font color to the Action Plan Goals/Steps achieved indicating it's been archived. ❑ SLT modifies Action Plan Goals/Steps based on current data. ❑ SLT communicates the revised Action Plan Goals/Steps to the entire staff. ❑ SLT collects classroom walkthrough data aligned to the schools framework/non-negotiables/action plan.

Nov. ISIP	SET UP:
	❑ Update the roster and make sure the student demographics are also included.
	    ▪ Video: Training Center-Classroom Management-Adding and Removing Students
	REVIEW NEW DATA:
	❑ At weekly team meetings, review ISIP Data and program data.
	    o Print the Tier Growth Report to see the overall impact of instruction.
	        ▪ Video: Training Center-Reports-ISIP Tier Growth Report
	        ▪ Click [+] to dig deeper into the data.
	REVISE AND REFINE THE PLAN:
	❑ Adjust intervention groups, if needed, and refine the instructional plan as needed to ensure the needs of the students are met.
	IMPLEMENT THE PLAN:
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Instructional Innovations

Jan. ESA	❑ Staff completes the ESA. ❑ The report will be sent to your state contact February 1-2, 2016 and they will send it to the SLT. ❑ SLT determines priority Action Plan Goals/Steps to write into the Action Plan. ❑ SLT writes Action Plan Goals/Steps and share with staff. ❑ SLT collects classroom walkthrough data aligned to the schools framework/non-negotiables/action plan.

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	❑ Update the roster and make sure the student demographics are also included.
	    ▪ Video: Training Center-Classroom Management-Adding and Removing Students
	ASSESS CURRENT STATUS:
	❑ Assess *all* students in ISIP Early or Advanced Reading January 4-22, 2016.
	❑ Run the ISIP Summary Report.
	    ▪ Video: Training Center-Reports-ISIP Summary Report
	❑ Review the winter data and write the actual percentages for the school and for each grade level on the Data Form.
	❑ Determine a spring goal and write it on the Data Form as a school and grade level.
	
	Instructional Innovations

Feb. ESA	❏ SLT revisits the priority Action Plan Goals/Steps written into the Action Plan. ❏ SLT changes font color to the Action Plan Goals/Steps achieved indicating it's been archived. ❏ SLT modifies Action Plan Goals/Steps based on current data. ❏ SLT communicates the revised Action Plan Goals/Steps to the entire staff. ❏ SLT collects classroom walkthrough data aligned to the schools framework/non-negotiables/action plan.

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	❑ Update the roster and make sure the student demographics are also included.
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	REVIEW NEW DATA:
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	Instructional Innovations

May ESA	❑ Staff completes the ESA. ❑ The report will be sent to your state contact May 1-2, 2016, and they will send it to the SLT. ❑ SLT celebrates the accomplishments for the school year based on the ESA. ❑ SLT determines priority Action Plan Goals to write into the Action Plan. ❑ SLT writes Action Plan Goals/Steps and share with staff. ❑ SLT collects classroom walkthrough data aligned to the schools framework/non-negotiables/action plan.

May ISIP	SET UP:
	❑ Update the roster and make sure the student demographics are also included.
	    ▪ Video: Training Center-Classroom Management-Adding and Removing Students
	ASSESS CURRENT STATUS:
	❑ Assess *all* students in ISIP Early or Advanced Reading May 2-27, 2016.
	❑ Run the ISIP Summary Report.
	    ▪ Video: Training Center-Reports-ISIP Summary Report
	❑ Review the spring data and write the actual percentages for the school and for each grade level on the Data Form.
	❑ Discuss possible reasons why you did or did not meet the spring goal.

June	❑ Edit any of the Continuous Improvement Cycles (school-wide, student, teacher, etc.) that need to be intensified.
	    o What possible implementation ideas would increase student achievement?
	    o What possible resources are needed? Etc.
	❑ How will the systems be sustained for next year?

Products: *i*Station Reading is not a requirement and should be addressed with your state contact if you are deciding to use the product in *i*Station

Instructional Innovations